

# Dringhouses

## Primary School | York

---

Dear Families,

We hope you and your families are well. Now that the school year is in full swing, we want to share our school's attendance approach, following the City of York Council's guidance. Particularly important is the section on Fixed Penalty Notices, which the school will be implementing, in line with CYC's citywide approach to improving attendance in the city.

### Parent Responsibility

Parents must ensure their school-age children receive a suitable education, either by attending school regularly or through approved alternatives like homeschooling.

### Why Attendance Matters

Regular school attendance helps children learn, make friends, and prepare for the future. Missing even a few days can make learning harder and affect future opportunities.

### Consequences of Poor Attendance

"Fixed penalty notices" of £60 or £120 can be issued if a child doesn't attend school regularly.

### Our Responsibility

We record attendance carefully and classify absences as authorised or unauthorised. Unauthorised absences include term-time holidays, late arrivals, and more. Only the headteacher can authorise absences.

### Communication with the School

Please notify us in advance if your child will be absent for an extended period, ideally 14 days before. Unexpected absences should be reported on the same day.

### Supportive Approach

We support attendance by using a graduated response:

1. **Warning Letter:** If there's an issue, we'll send a warning letter.
2. **Discussion and Support:** We'll discuss strategies to improve attendance.
3. **Review:** After four weeks, we'll check attendance progress.
4. **Attendance Panel:** If needed, we'll set attendance improvement goals.
5. **Fixed Penalty Notice:** If goals aren't met, we may request a penalty notice from the local authority.

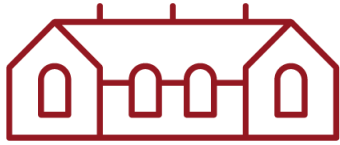
### How Parents Can Help

Parents can help by ensuring children arrive on time, scheduling holidays outside of term time, and avoiding medical appointments during school hours where possible.



St. Helen's Road, York, YO24 1HW | 01904 553940

Family contact - [hello@dringhouses.co.uk](mailto:hello@dringhouses.co.uk) | All other enquiries - [admin@dringhouses.co.uk](mailto:admin@dringhouses.co.uk)



# Dringhouses

## Primary School | York

### More Information

For additional support and information, you can contact:

- Family Information Service
- York SENDIASS
- York MIND
- The Island
- York Travellers Trust

### Persistent Unauthorised Absence

It's important to address ongoing unexcused absences, which means when a child misses a lot of school without a good reason. If this happens:

1. **Warning Letter:** We'll send a letter to let parents know about the problem.
2. **Meeting:** We may ask parents to meet with us to figure out how to improve attendance.
3. **Monitoring:** We'll watch attendance for about 15 school days to see if it gets better.
4. **Penalty:** If attendance doesn't improve, we might give a fine. The missed days don't have to be in a row.

### Unauthorised Term Time Leave

Also, remember that children should only miss school during term time for really important reasons. If we can't approve an absence, we'll tell parents, and this serves as a warning.

**In these cases, there must be at least ten missed sessions (5 days) in a row after which a fine will be issued.**

We appreciate your understanding and cooperation in keeping good attendance for all children at Dringhouses Primary School.

If you have any questions, please reach out to us.

Ben Sutton | Headteacher

[City of York Council Code of Conduct for the use of Education Related Penalty Notices](#)



St. Helen's Road, York, YO24 1HW | 01904 553940

Family contact - [hello@dringhouses.co.uk](mailto:hello@dringhouses.co.uk) | All other enquiries - [admin@dringhouses.co.uk](mailto:admin@dringhouses.co.uk)